

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address Georgia Ports Authority	FOR RECORDS MANAGEMENT USE
Application Date	Enforcement/Safety/Risk Office	Application Number 78-240-A
2/26/87	Post Office Box 2406	,
*aprication Number	Savannah, Georgia 31402	Date Received Date Completed
<b>#130</b>		APR 6 1987   MAY 2 8 1987
2. Parson to Contact	Working Title	Telephone Number
Nancy Morgan	Secretary	(912) 964-3901
3. Action Requested		
	Schedule; record will continue to accumulate.	
b. Dispose of present a	ccumulation; no further accumulation anticipated.	
g.	No. 18-240-A Check One: The Change; Supercited Supercited Series Title (followed by title used in office; if office).	
Earliest Latest	o. Necotas series vitte (ronowed by thee data in ornice, in c	urrer errty
1980   To Date	Insurance Policies File	
ि विश्वकारण and Office Function	What is the function of the Division and the Office in	n which this record series is created?
This office evaluate	es and recommends appropriate insurance cov	verage, reports settlements
of claims by and aga	ainst GPA to Director of Administration; ap	proves solutions regarding
liability and paymer	nt; ensures adherence of Safety and Loss Co	ontrol Policy of G.P.A. on
	ers, supervisors and employees; oversees ac	
	es/procedures; ensures that all federal, st	
accident record syst	are met; supervises Port Police Department	; supervises and maintains
accident record by 51	· • · · · · · · · · · · · · · · · · · ·	
and the second s		
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	numbers and titles, if any):
Documents relating to:	Insurance policies for G.P.A.	
nchuded are:	Policies and related correspondence.	
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File is arranged:	Alphabetically by company name.	
8. Monthly Reference Rate	How often are records referred to which are:	
One to six months old	200 ; Seven to twelve months old 100 ; Thirteen	to twenty-four months old;
twenty-five months and olde		occassionally.
9. Annual Rate of Accumulation	on of Remords	
Letter-size drawers	: Legal-size drawers; Shelves;	; Other (specify)
<b>1</b>		
NO 50 21 Day 26	(O. 44)	

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	this the office	ial copy of les	eries?	* <i>*</i> * * * * * * * * * * * * * * * * *	· 1 *
			ntial information	requiring security handling? If yes, cite law or regula	ation.
× c. is	this a vital re	rord?	1		
			or long term rese	arch value?	
1 1				necessary to keep the entire file for a long period, cou	ld these
		cheduled separa		published? If yes, attach copy.	·
- 1 1	•		•	nalyzed and/or recorded in a summarized report?	<u> </u>
X I If	yes, attach co	20Y			
1 5	ves, where?	cation of this sei	ries in your office	e, or in another office or agency?	
xi. ls	this series (or			microfilmed?	
11, Betention Red			a computer print	tout?es the series to be kept:	
	donamente	4	TOTIOWING TEQUIT		
a. State Law b. Gratute of	Ulanden son m		years,	d. Audit period e. Administrative need 4-	years.
5. 7956 at 29	•	ر چین به مصنفی میشود. میشود کی در	years.	a. Manualistrative need	years
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•	• •		is. Explain admir		•
				laim, we should retain a copy of the	policy
with the cl	aim regard	diess of wh	ether the po	olicy has expired.	
□ Transfer b <b>X</b> Other (D)	echul	policy, re	move from a	ctive file and place in inactive file cal year; transfer to local holding a	e; cut irea,
Upon expi off inact hold 4 ye claim, po Once clai	ive file a ears; then licy shou m is sett	destroy. Id be place	*If policy I d with claim should be	has expired but still applies to a pe m file and held until claim is settle retired with claim file for period of	ending ed.
Upon expi off inact hold 4 ye claim, po Once clai	ive file a ears; then licy shou m is sett	destroy. Id be place led, policy	*If policy I d with claim should be	has expired but still applies to a pe m file and held until claim is settle	ending ed.
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Upon expi off inact hold 4 ye claim, po Once clai claim fil  These instruct  Agency Head/Des  Recommendation graph 12 are appres	ive file a ears; then licy shou m is sett e is held tions apply to gnee (Signate sin para- oved.	destroy.  Id be place led, policy  all prior and fu	*If policy Id with claim should be ture accumulation	has expired but still applies to a per manifold file and held until claim is settled retired with claim file for period of the series.  Records Management Officer (Signature)	Date
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## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

Attention: Scheduling	Section.	1
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Georgia Ports Authority	Application Number
5-10-79	Finance Division	78-240-A
Application Number	Post Office Box 2406 Savannah, Georgia 31402	Date Received Date Completed
67	Savdinan, Georgia S1402	MAY 1 4 1979   JUL 2 0 1979
2. Person to Contact	Working Title	Telephone Number
Robert W. Smithers		964-1721, 296
3. Action Requested	(madrance manage)	304-1721, 230
• • • • • • • • • • • • • • • • • • • •	Schedule; record will continue to accumulate.	
	ccumulation; no further accumulation anticipated.	
c. 🗵 Amend Application		ercede; 🔲 Void
4. Detes of Series	5. Records Series Title (followed by title used in office;	
Earliest Latest	Insurance Policies File	
1961   To Date		
5. Division and Office Function		
maintains accounting the Directors' meeticontracts, leases an adequate internal coproperties; and coor Under his supervisions cost data reports ar	nce is responsible for the accounts of the methods and procedures for the Authority. ngs; is responsible for the auditing and a dagreements of the Authority; provides protrol procedures and assures proper insura dinates the preparation of the annual budgen, monthly financial statements are publise prepared and distributed. The purchasing swell as the maintenance of all contracts	He approves all expenses for counting provisions of all otection of the assets with nce coverages for the Authority's et with the various divisions, hed and related financial and g function is also a part of
		×
7. Record Series Description  Documents relating to:	This file contains the following documents (include form Attach samples of the file. Insurance policies covering G.P.A.	n numbers and titles, if any):
<b>v</b> .	and related correspon	idence.
included are:	msurance porreres and related correspon	defice.
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	•	•
• .	:	
T.		
File is arranged:	Alphabetically by company name.	
8. Monthly Reference Rate	How often are records referred to which are:	7
One to six months old	200 : Seven to twelve months old; Thirter	en to twenty-four months old;
9. Annual Rate of Accumulation	on of Records	
Letter-size drawers	; Legal-size drawers; Shelves	; Other (specify)
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	<del></del>	والمستحد

a. Is this the off  X If not, where	icial mbh or rue series.	4 - (	
b. Does the serie		tion requiring security handling? If yes, cite la	w or regulation.
× c. Is this a vital r			
× d. Does this serie	es have historical or long term r	esearch value?	
e. When one or t	two documents in the file make scheduled separately?	it necessary to keep the entire file for a long p	eriod, could these
		er published? If yes, attach copy.	
4 1 1	·	er analyzed and/or recorded in a summarized re	
if yes, attach	CODY.	<u> </u>	:port/
x If yes, where?	ilication of this series in your of	fice, or in another office or agency?	
	or a major portion of it) regular		
11. Retention Requirements	rd series result in a computer or The following requ	uires the series to be kept:	
a. State Law			
b. Statute of limitation	years.	d. Audit period	Years.
c. Enderal law	Years.		
: VGCIGI ISIY	years.	f. Federal retention instructions	years.
Attach copy or excerpt of	laws or regulations. Explain add	ministrative need.	
i	The state of the s		
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Transfer to local holding Transfer to State Record Destroy.  Transfer to State Archive Transfer to State Archive Transfer to State Archive Transfer (Specify)  upon expirate cut off inac	rds Center; holdyear ves for permanent retention.  ion of policy, remove tive file at end of ear years; then destroy.		
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Thee inertiations and to	n all notice and futures a secure to	tions of the sector	
mese marractions abbit (	o all prior and future accumula	uons of the series.	
			2/
Agency Head/Designee (Signa	ture) Date	Records Management Officer (Signature)	Date
CS /lo	1.	Carol Moneter /	5-10-79
		State Records Committee 45ignat	Υ
Recommendations in paragraph 12 are approved.	Share Audiens/Designer		
(If disapproved, attach letter	State Auditor/Designee		7-18-79
of explanation.)	Secretary fit State/Designee		1.16-79
and the second s	Attorney General/Designee	Mostuell	7-1879



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT, DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Georgia Ports Authority	Application Number
9-13 <b>-</b> 78	Finance Division	78-240
Application Number	Post Office Box 2406	Date Received Date Completed
2/	Savannah, Georgia 31402	OCT - 3 1978 OCT 2 3 1978
2. Person to Contact	Working Title	
	· -	Telephone Number
Robert W. Smithers	Insurance Manager	964-1721, 296
3. Action Requested	Salandida, Manada (1911) annota con de annocentada	
	Schedule; lecord will continue to accumulate. cumulation; no further accumulation anticipated.	•
c. Amend Application		do: 🗇 Void
4. Dates of Series	5. Records Series Title (followed by title used in office; if di	
Earliest Latest	,	
1961   To Date	Insurance Policies File	
6. Division and Office Function		which this second series is a series of 2
	ance is responsible for the accounts of the	
and maintains accour	ating methods and procedures for the Author	ity. He approves all
expenses for the Dir	rectors' meetings; is responsible for the a	uditing and accounting
	ontracts, leases and agreements of the Auth	
	dequate internal control procedures and as thority's properties; and coordinates the	
	ous divisions. Under his supervision, mon	
	elated financial and cost data reports are	
The nurchasing funct	tion is also a part of his responsibility a	c well as the maintenance
of all contracts. le	eases and agreements of the Authority.	s werr as the marricenance
or arr contracts, re	ases and agreements or the Authority.	
7. Record Series Description	This file contains the following documents (include form nu	impore and titles if anyl:
7. Hecord deries Description	Attach samples of the file.	minuers and titles, if any).
Documents relating to:	Insurance policies covering G.P.A.	
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	incumpnes policies and welsted as	
Included are:	insurance policies and related co	rrespondence.
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File is arranged:	Alababatically by company name	
i ne is arranged.	Alphabetically by company name.	
8. Monthly Reference Rate	How often are records referred to which are:	2
One to six months old $\frac{200}{100}$	; Seven to twelve months old; I hirteen to	twenty-four months old;
twenty-five months and older	? ;	
9. Annual Rate of Accumulatio	n of Records	era antara mentende al antara de estado en estado en estado en entre en entre en entre en entre en entre en en E
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify)
AR-50-71; Rev. 76	(Over)	And the second s

YES NO 10. Questionnaire	(Place an "X	" in the proper co	olumn)	
a. Is this the off	icial copy of the	And the second of the second o		the state of the s
lf not, where b. Does the serie		ential information	requiring security handling? If yes, cite law or re	equiation\
X				4
X c. Is this a vital r		or long term rese	arch value?	
			necessary to keep the entire file for a long period,	could these
	scheduled separa			
	,		published? If yes, attach copy.	
g. Is the informa X If yes, attach	ition contained in	n this series ever a	nalyzed and/or recorded in a summarized report?	
	lication of this se	eries in your offic	e, or in another office or agency?	and the first state of the control o
[ <del></del>		n of it) regularly	microfilmed?	
		a computer print		
11. Retention Requirements	The	following require	es the series to be kept:	,
a. State Law	1	years.	d. Audit period	years.
b. Statute of limitation		years.	e. Administrative need	4
c. Federal law	·	years.	f. Federal retention instructions	years.
			$\mathbf{J} = \mathbf{J}$	:
Attach copy or excerpt of	laws or regulation	ns. Explain admir	nistrative need.	•
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	• • .			
12. Approved Disposition Inst	ructions This	s agency recomme	ends that the file series be cut off at the end of each	h.
			Fiscal Year;  Other	then,
j		Julius 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	- 1900 1007 - 00101	unerr,
D Hold in the current file	s area	month(s)2	year(s); then	• ,
☑ Transfer to local holding		•		
☐ Transfer to State Reco	rds Center; hold	year	(s); then	
<ul><li>☑ Destroy.</li><li>☐ Transfer to State Arch</li></ul>	ives for nermane	nt retention	· ,	•
XXXXOther (Specify)	ives for permaner	nt retention.	•	
		•		
			active file and place in inactive	
			iscal year; hold in current files a	
2 years; then to	ranster to 1	ocal holding	g area; hold 2 years; then destroy.	• • • • • • • • • • • • • • • • • • • •
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• ,				
These instructions apply t	o all prior and fu	ture accumulation	ns of the series.	
Agéncy Head/Designee (Signa	ture	Date	Records Management Officer (Signature)	7 Date
		- Julie	A A A	Date
18 Stud			Caral James 4	1 9-28-71
Recommendations in para-			State Records Commistee (Signature)	Date
graph 12 are approved.	State Audit	tor/Designee	I make the state of the state o	1020-78
(If disapproved, attach letter	(3)			1.5 25 70
of explanation.)	Secretary	State/Designee	Carrell Hart	10-13-78
			manh	10-13-78 10-20-28
AR-50-71; Rev. 76	Attorney Ge	neral/Designee	everse Side)	10-W.18
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